

**Your name**

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Your Address, city, state. Zip code  
Your e-mail address • Phone number

## **SUMMARY OF QUALIFICATIONS**

Skillful and dedicated individual with extensive experience in the coordination, planning, and support of daily operational and administrative functions.

- ❖ Demonstrated capacity to provide comprehensive support for executive-level staff including scheduling meetings, coordinating travel, and effectively managing all essential tasks.
- ❖ Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
- ❖ Highly focused and results-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.
- ❖ Proficient in Microsoft Office System, QuickBooks, Microsoft Windows® operating system.

## **PROFESSIONAL EXPERIENCE**

**TYSON FOODS – Logansport, Indiana**

2003 to 2009

### **Line Worker**

*Provided high-level support to the cold floor to ensure the best quality products reached the consumer.*

Performed a variety of functions, such as cutting repetitively with a knife, saw and wizard knife on a timed belt with precision. Collaborated with the Quality Control Team to ensure proper temperature, weight and quality was reached for each product. Met with the Management Team daily to ensure the accuracy of work being performed and update on trainee status.

- Removed ham bones, knuckle trim, fat, ribs, membranes, and tenderloins.
- Removed multiple cuts of meat in a timed environment.
- Trained new employees on all job tasks.

**WENDY'S – Kokomo, Indiana**

2002 to 2003

### **Operations Leader**

*Served as Operations Leader for Kokomo District Wendy's Restaurants.*

Directed all administrative and employee support efforts. Conducted in-depth employee interviews, employee annual reviews and employee promotions. Scheduled all employees work shifts, meetings and outings. Prepared bi-weekly payroll and expense reports. Managed all human resource functions.

- Designed, coordinated, and maintained transaction analysis to control inventory and ensure proper balance and reduce waste.
- Successfully oversaw all register count downs, bank deposits, store cleanliness and balanced labor cost & percentage.

*Continued...*

- Developed and executed flow charts and sales projection charts.

WHATABURGER – Fort Walton Beach, Florida

1999 to 2002

**General Manager (C-shift)**

*Served as General Manager for two regional Whataburger Restaurants in this successful foodservice organization.*

Oversaw a wide variety of management functions, monitoring & completing cash transactions, controlling food costs, maintained human resource functions, and maintained inventory. Developed internal incentive programs that facilitated better production and reduced employee attrition.

- Played key role in marketing strategy that increased profits by 20% in a quarter.
- Significantly reduced time consumers waited to receive products.
- Developed and executed flow charts and sales projection charts.
- Trained and monitored employees on daily tasks and federal food safety guidelines.
- Instituted a management training program to ensure the success of the management staff.

## **EDUCATION**

US ARMY AIT – Fort Jackson, South Carolina

2008

**Wheel Vehicle Mechanics**

US ARMY INFANTRY SCHOOL – Fort Benning, Georgia

2007-2008

**Basic Combat Training**

KOKOMO HIGH SCHOOL – Kokomo, Indiana

1999

**GED**

**Your Reference – can not be related and military contacts are a plus**

<b>Name</b>	<b>Occupation</b>	<b>phone number</b>
<b>Address</b>		

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